

Texas Southern University

Department Chairs' Council

Monday, January 23, 2012

3:00 p.m.

HH HR Conference Room 129

AGENDA

Welcome Dr. Elizabeth Brown-Guillory
Associate Provost and Associate Vice President for Academic Affairs

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- One-on-one Meetings with Department Chairs' Council & Associate/Assistant Deans Council
- University Teaching and Learning Excellence Center Update (Dr. Kimberly Mitchell-McLeod, Interim Director)
- Taskforce on Course Scheduling, Course Rotations and Space Utilization (Drs. Oscar Criner, James DuMond and Aladdin Sleem)
- Report from the Ad Hoc Committee on Establishing a Uniform Student Complaint & Grievance Process (Dr. L. Darnell Weeden, Chair)
- Updating the University Catalog
- Report from the Ad Hoc Committee on Textbook Ordering Process (Mr. James Burch and Dr. Marie Horton, Chair)
- One-stop Registration
- Faculty Awards Deadline
- Low-producing programs
- Core Curriculum

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, January 23, 2012

4:00 p.m.

Hannah Hall Room 111

Council Chair

Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic Affairs

Council Members Present

Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Science, College of Pharmacy & Health Sciences
Prof. Richard Lee	Director of Bands, Music, College of Liberal Arts & Behavioral Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television & Film, School of Communication
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent with Representation

Dr. Qisheng Pan	Dr. Sherri L Smith, Associate Professor & Masters Program Coordinator, representing Dr. Qisheng Pan, Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs,
Dr. Yi Qi	Ms. Paula Eakins, Administrative Assistant, representing Dr. Yi Qi, Interim Chair, Transportation Studies, College of Science and Technology,

Council Members Absent

Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
VACANCY	Chair, Speech Communication, School of Communication

Others Present

Mr. James Burch	Manager, TSU Bookstore
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Kimberly Mitchell-McLeod	Interim Director, Teaching and Learning Excellence Center (TLEC)
Dr. Aladdin Sleem	Assistant Professor, Department of Computer Science, College of Science and Technology
Mrs. Marilyn Square	University Registrar
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Dr. Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Needha Boutté-Queen moved to approve the minutes; it was seconded by Dr. Jeff Brice, Jr.

A. Revising Degree Programs to Accommodate the Core Curriculum

- Dr. Brown-Guillory informed the council that Provost Ohia had sent an email stating that core courses should be scheduled to be taken in the first and second year as opposed to some departments allowing students to take freshman and sophomore courses during junior and senior years. She reminded the council that the deadline for changes/updates to the TSU 2012-2014 University Catalog is set for January 30, 2012. All changes should be emailed directly to Mr. Hasan Jamil, Special Assistant to the President-Financial Aid, who is overseeing the updating of the catalog. Dr. Brown-Guillory also announced that the Texas Higher Education Coordinating Board (THECB) recently announced a new core, which will be implemented effective Fall 2014.

B. Faculty Excellence Awards

- Dr. Brown-Guillory asked the council to urge faculty to submit dossiers by the two deadlines, March 1st or March 15th, and that if they had any questions they could reference the awards site located on TSU's homepage under the Division of Academic Affairs and Research. Also, she reminded the council that all departments were encouraged to apply, and that if more faculty did not apply there is a possibility that priorities might be rearranged.

C. One-Stop Registration

- Dr. Brown-Guillory informed the council that she presented a document at the Dean's Retreat held January 20, 2012, which referenced some of the issues concerning One-Stop registration.
- Discussion ensued about the challenges of handling overrides and students producing blank override forms. Several department chairs noted that they had sections open, but students wanted different sections. Dr. Brown-Guillory advised that the order to remove all caps had come directly from Provost Ohia to Mrs. Marilyn Square, the University Registrar. Department chairs noted that the cap removal brought about other issues, such as not having enough physical space to hold the number of students requesting classes as well as the department not having enough qualified instructors to teach said classes at the last minute. They agreed that better planning based on good data could help alleviate the need to remove all caps. Mrs. Square confirmed that she went to the recreation center to address and resolve the space issues on a college-by-college basis.

D. TSU's Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, informed the council that the center's location had been finalized and that it would be sharing space with the Office of the Quality Enhancement Program in the RJT Library. She said that a core group of faculty had been identified to assist with categorizing the faculty development and training needs of faculty members. Dr. Mitchell-McLeod added that the advisory committee is made up of representatives from each college/school as well as one member of the faculty senate. She stated that one of the center's first initiatives would be to collect data from an electronic survey that would be sent out campus-wide. The survey's purpose is to collect data on what offerings TSU faculty would most like to see from TLEC. Dr. Mitchell-McLeod said she will use the data to plan objectively for the next few years.

E. One-on-One Meetings with Department Chairs' & Associate/Assistant Deans' Councils

- Dr. Brown-Guillory updated the council on her report at the January 20th Deans' Retreat. She said that there was such a vigorous discussion on her notes from the one-on-one meetings that the retreat attendees discussed only the areas in academic affairs that need improvement from 9 a.m. – 1p.m. She reminded the council that during Opening Faculty Meeting, Dr. Rudley announced that his focus for the New Year would be to work more closely with deans and department chairs. To that end, she said training sessions for deans and department chairs had also been discussed, and that although the details had not been worked out, plans were in the works to begin training in the fall. Dr. Brown-Guillory announced that retreat attendees began working on ways to bunch similar issues together so as to be better able to recognize key problem areas. She added that Provost Ohia had asked her to continue this clustering of topics so that the newly configured Executive Leadership Council (formerly Deans' Council) could continue to work on those issues.

F. Report from the Ad Hoc Committee on Establishing a Uniform Student Complaint & Grievance Process

- Dr. L. Darnell Weeden updated the council on his committee's work on adapting the Non-Academic Student Complaint Procedure form to a more inclusive and concise document. He asked the council to read the document closely and to contact him with any suggestions so that he and the committee could provide a second draft for review at the next council meeting.

G. Report from the Ad Hoc Committee on Transforming the Textbook Ordering Process

- Committee Chair Dr. Marie Horton and committee members Dr. Boutte-Queen, Dr. Rhonda Saldivar, Dr. Kenneth Jackson and TSU Bookstore Manager Mr. James Burch reported on the committee's discussion of the list of working issues and questions about the textbook ordering process. The list included such topics as assumptions about enrollment and how those affect the book ordering process, rules concerning buy backs, and the overall utility of the current book order form. Dr. Horton noted that the committee is still evaluating the issue and working with bookstore staff to address the full list of concerns. Dr. Mark Sherman suggested the bookstore look into renting books while Dr. Carlos Handy suggested that instead of buying new editions, the bookstore could continue to offer the older editions if no significant changes have been made to the text. Dr. Horton agreed that the committee, which includes Mr. Burch, would look into these suggestions.

H. Report from the Taskforce on Course Scheduling, Course Rotations and Space Utilization

- Dr. Brown-Guillory reminded the council that the deadline for completing summer and fall course schedules is February 15th. She added that Provost Ohia would still hold department chairs responsible for delivering their course schedules correctly and on time, even if they had a scheduling designee to handle the automated submission. During the demonstration Dr. Oscar Criner said that the form would not allow changes that did not coincide with the Course Scheduling Policy. Any exceptions must be approved by the provost.

Adjournment:

Dr. Danita Bailey-Perry moved to adjourn the meeting, and it was seconded by Dr. Needha Boutté-Queen. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, March 5, 2012 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory